

**State of Maine**  
**Community Development Block Grant Program**  
**Project Development Phase Planning Grant Request**

**Phase II**

This application requires you to indicate the specific need for planning grant funds. Please describe the activities, appropriate time frame for completion and associated costs. The Office of Community Development will only make awards (maximum of \$2,500) to communities demonstrating need or to those communities new to the CDBG Phase II process. Financial need will be determined on a case-by-case basis by considering the community's existing programs (if any), prior experience with the CDBG Phase II requirements, the grant category and town staffing limitations.

**Program:**

**Municipality:**

**Contact Person:**

**Telephone:**

**Describe your community's need for a Phase II Planning Grant:**

**Describe the specific planning activities and time frame for completion and the estimated costs for each activity:**

Activity	Time frame	Cost
1.		
2.		
3.		
4.		
5.		
Total Cost:		_____

**List Funding Sources**

Source	Amount
Local Amount (Cash)	
Local Amount (In-kind)	
CDBG Request	
	Total Budget: _____

**Signature:**

**Date:**

\_\_\_\_\_  
(Chief Executive Officer of Municipality)